



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

INFORMATION OFFICER I
\$4400-\$5348
COMMUNICATIONS & PRESS RELATIONS
SACRAMENTO

RESPONSIBILITIES:

The California Department of Insurance seeks an energetic, motivated candidate for the position of Information Officer I. This position will help generate an effective public information campaign to educate consumers about their rights in the insurance industry market. The incumbent will work under the direct supervision of the Deputy Commissioner, Communications and Press Relations, to formulate campaigns and media strategy, and be responsible for the implementation of these efforts. The incumbent will provide research and analysis to help effectively deliver the Department's message.

DESIRABLE QUALIFICATIONS:

- Superior writing skills
- Excellent communication skills
- Knowledge of local and statewide media
- Familiar with standard methods of information delivery to media
- Ability to establish and maintain good working relations with the news media and other public groups
- Ability to analyze data
- Knowledge of advance skills; ability to find and scout potential sites for media events and execute press conferences in the field
- Ability to write, edit and prepare for publication or reproduction: news releases, magazine articles, correspondence, brochures, pamphlets, reports, speeches, and scripts for radio, television, and other information material
- Ability to work under tight deadlines in a fast-paced environment while gathering accurate information

WHO MAY APPLY:

Applications will be accepted from current State employees at the Information Officer I level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Maria Fuentes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate "Information Officer I #413-183-5601-XXX" on the State application.** For additional information, please contact 916-492-3309 or maria.fuentes@insurance.ca.gov.

FINAL FILING DATE: Thursday, January 24, 2013 – Close of Business

NOTE: Interested individuals, including list eligible, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

01/11/13MF

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
